

# Glenn Research Center, Occupational Health Programs Manual

## Chapter 17 – FEDERAL WORKERS COMPENSATION PROGRAM

**NOTE:** The current version of this chapter is maintained and approved by the Safety, Health, and Environmental Division (SHED). The last revision date of this chapter was March 2007. The current version is located on the Glenn Research Center intranet at <http://smad-ext.grc.nasa.gov/emo/pub/ohpm/ohpm-manual.pdf>. Approved by: Occupational Health Branch Chief, Gayle Reid.

### PURPOSE

NASA Glenn Research Center's goal is to ensure that Glenn employees are entitled to a safe and healthful work environment, and to receive prompt medical attention and full assistance in claiming compensation for on-the-job injuries or occupational illnesses incurred in the performance of their duties under the Federal Employees Compensation Act (FECA). Through proactive and preventive efforts, the Federal Workers Compensation Program Specialist (FWCPS) in the Occupational Health Branch, will work with Center management, safety officials, the Medical Services office, and the Office of Human Resources & Workforce Planning to create a culture of occupational health and make every effort to return partially and fully recovered employees to duty, and to reduce workers compensation costs.

### APPLICABILITY

This GLP applies to NASA-Glenn Research Federal civil service employees, including Component Facilities.

### DEFINITIONS

Not Applicable

### AUTHORITY

- a. 5 U.S.C. 8101 et seq., Federal Employees Compensation Act, as amended
- b. 20 Code of Federal Regulations (CFR) Part 10
- c. NPD 1840.1B NASA Workers Compensation Program (Revalidated 3/29/04)

### RESPONSIBILITY

- a. The Chief, Occupational Health Branch (COHB) is responsible for the overall GRC Occupational Health Program including the Federal Workers Compensation Program, and will ensure the following:
  - (1) Establishment and coordination of an overall Agency Workers Compensation policy in collaboration with the center's contractor Medical Director, the Federal Workers Compensation Program Specialist, and the Office of Human Resources and Workforce Planning (OHRWP).
  - (2) Approving workers compensation program standards, procedures, and guidelines.
- b. The Federal Workers Compensation Program Specialist is responsible for the following:
  - (1) Counseling and assisting injured employees and supervisors on their responsibilities concerning benefits provided under FECA.
  - (2) Completing and submitting appropriate injury forms to the Department of Labor (DOL) in an expeditious manner, and assisting supervisors and employees with completion of the forms.

- (3) Coordinating with center management, safety officials, and employees in determining the causes of accidents and illnesses, and assisting in effecting the elimination of the causes.
  - (4) Monitoring claims and medical evidence provided by employees, and working with center management and the DOL to prevent fraud in the workers compensation program.
  - (5) Submitting quarterly OWCP reports, all appropriate NASA injury and illness forms, and other claims reports as requested by the Agency Workers Compensation Manager.
  - (6) Assisting supervisors in providing injured employees with alternative work assignments or creating light duty or restricted duty assignments, as applicable, for partially disabled employees.
  - (7) Maintaining contact with DOL, center management, and injured employees to ensure optimum effectiveness in the administration of the workers compensation program.
- c. The Office of Human Resources and Workforce Planning is responsible for the following:
- (1) Counseling and assisting injured employees and supervisors on their responsibilities concerning benefits provided under FECA.
  - (2) Counseling long-term (beyond one year) disability employees on health and life insurance benefits, Thrift Savings Plan (TSP), and retirement as it relates to workers compensation programs for the election of an annuity or workers compensation.
  - (3) Working with supervisors and ensuring that FECA benefits and claims processing information to identify light duty assignments for partially disabled employees is included in all supervisors' training.
  - (4) Processing the leave without pay (LWOP) paperwork of a long-term disabled employee, and the return to duty (RTD) paperwork of an employee who recovers from a long-term disability, to their previous or equivalent position.
- d. The Payroll Office, in coordination with the Federal Workers Compensation Program Specialist, is responsible for verifying that continuation of pay (COP) does not exceed the 45-calendar day limit, and furnishing COP usage information for the Center's quarterly reports.
- e. Medical Services personnel are responsible for providing emergency first-aid care for job-related injuries and illnesses and for input on the NASA Incident Reporting Information System (IRIS).
- f. Health and Safety personnel are responsible for investigating workplace conditions responsible for compensable injuries and illnesses, assisting the FWCPs in supporting and controverting claims, and in overseeing corrective actions of hazards.
- g. Supervisors are responsible for the following:
- (1) Ensuring that employees injured on the job receive appropriate first aid.
  - (2) Promptly completing injury/illness compensation forms and forwarding them to the Workers Compensation Office.
  - (3) Investigating all mishaps resulting in injury, illness, or death.
  - (4) Ensuring that employees are free from recognized hazards that are causing or are likely to cause death or serious physical harm.
  - (5) Complying with the occupational safety and health standards applicable to the agency and with all rules, regulations and orders issued by the head of the agency with respect to the Agency Occupational Safety and Health Program.

- (6) Coordinating with safety officials in investigations of workplace conditions and instituting positive measures to eradicate the causes of occupational injuries, illnesses and taking the necessary corrective actions.
  - (7) Coordinating time and attendance reports for injured employees with the FWCPS.
  - (8) Recording on-the-job injury/illness information in the NASA Incident Reporting Information System (IRIS).
  - (9) Completing and submitting to OHRWP a leave without pay SF-52, Request for Personnel Action [when applicable] if his/her injured employee is placed in a leave without pay status, and a return to duty SF-52 when the employee is scheduled to return to duty.
  - (10) Maintaining continuous contact with his/her injured employee as the disability warrants.
  - (11) In conjunction with the FWCPS and OHRWP, identify positions or duties appropriate for light-duty offers.
- h. Employees are responsible for the following:
- (1) Promptly and accurately reporting all job-related injuries and illnesses to their supervisors, and seeking immediate first aid at the Medical Services office.
  - (2) Submitting all the necessary forms and medical documentation to the FWCPS as soon as possible.
  - (3) Obtaining prior authorization from the FWCPS for private medical care.
  - (4) Accepting light-duty assignments during periods of partial disability.
  - (5) Returning to regular duty as soon as medically feasible.

## RECORDS

Individual case files are protected under the Privacy Act, and only the employee, his or her representative, and agency personnel may have access to a given file, as necessary.

## REFERENCES

- a. 5 CFR Part 339, Medical Qualification Determinations
- b. 29 CFR Part 1960, Basic Program Elements for Federal Employee Occupational Safety and Health Programs and Related Matters
- c. NPD 1800.2B, NASA Occupational Health Program (Revalidated 3/29/04)
- d. NPR 1840.1, Management of Workers Compensation Injuries and Illnesses w/Change 1
- e. NPD 8710.2D, NASA Safety and Health Program Policy (Revalidated 4/28/04)
- f. Injury Compensation for Federal Employees, A Handbook for Employing Agency Personnel, CA-810

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